

COMPENSATION & BENEFITS

COMPENSATION: \$112,048 - \$169,593 annually. The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

BENEFITS PACKAGE:

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided upon request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid (11) days per year.

SOCIAL SECURITY ACT OF 2004: Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position.

Resume packets must include all of the following:

- Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree (s), licenses and certificates together with the resume.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Each candidate's background will be evaluated on the basis of information submitted to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered.

Information submitted must clearly show that the candidate meets the Minimum Requirements and the Desirable Qualifications of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Executive Officer/Designee for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY:

This recruitment will be open from November 7, 2016 to November 11, 2016. Please click the following link to submit your application, and upload your cover letter, resume, and verification of degree:

[Apply Here](#)

For additional inquiries, please contact:

Alejandra Hinojosa
Executive Office of the Board of Supervisors
Human Resources Division
(213) 974-1421
Email: BOS-ExecutiveRecruitment@bos.lacounty.gov



County of Los Angeles Career Opportunity



The County of Los Angeles is accepting resumes for

DEPUTY EXECUTIVE OFFICER, BOARD OF SUPERVISORS (UC) PUBLIC INFORMATION OFFICE

**RESTRICTED TO EMPLOYEES OF
THE BOARD OF SUPERVISORS**

Filing Period: November 7, 2016 – November 11, 2016

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-one appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-four major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2016-17, the County has an annual budget in excess of \$28 billion and funding for over 108,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of over \$129 million and includes funding for approximately 400 budgeted positions.



THE OPPORTUNITY

The Deputy Executive Officer (DEO), Board of Supervisors reports to the Assistant Executive Officer (AEO), and is responsible for the Public Information Office (PIO) with responsibilities of the overall administration and management of the Customer Service Center (CSC), Building Management (BM), Records Management (RM), Photography, and Graphic Arts Divisions, as well as ensuring that all Public Records Act (PRA) requests and media inquiries are handled in a timely manner and in a way that mitigates the County from any potential exposure.

This position is responsible for overseeing the various complex functions necessary to serve the needs of all District Offices under the Board of Supervisors, County departments, outside agencies, and members of the public.

ESSENTIAL JOB DUTIES

Oversees and provides leadership to the Public Information Office (PIO) for the Executive Office, which serves as the primary point of contact for media requests for information. Plans, directs, and oversees the activities of the public relations staff engaged in the production, development, publication, and broadcast of information of departmental policies, services, and activities.

Assists in the administration of the Executive Office of the Board of Supervisors, including planning and developing division policies and procedures; planning and directing the development and control of division budgets; directing, monitoring and evaluating the work of subordinate managers; participating in the development of departmental policies and procedures; establishing and maintaining effective relationships with County departments, representing the Executive Office to individual members of the public as well as to public and private organizations that do business with the Executive Office.

Directs and manages CSC staff in charge of processing claims filed against the County, accepting summons, complaints, and writs, serving the public via telephone, in person, or email, and assist with various duties related to the weekly Board meetings.

Directs and manages BM staff responsible for carrying out the role of the EO as proprietor for the Kenneth Hahn Hall of Administration (HOA), representing HOA tenants with various service providers. Oversees the manager responsible for all departmental renovation projects, and managing the building-wide security program, maintenance operations, and fire safety compliance.

ESSENTIAL JOB DUTIES (Continued)

Directs RM staff responsible for maintaining all minutes with related attachments, and make the records available to the public and other agencies.

Directs Photography staff responsible for creative and professional services, including on-location photography, and photo editing and printing, to document public and special events for the Board of Supervisors.

Directs Graphic Arts staff responsible for the production of hand-illustrated and computer-generated art on scrolls and certificates for the Board of Supervisors, County Commissions, and County Departments. Projects also include the production of invitations, brochures, pamphlets, reports and displays.

Oversees the review and evaluation of current methods to disseminate information in order to identify and implement new technologies to better meet the needs of the department and the public.

Participates in the strategic planning process for Executive Office by assisting departmental executives, senior managers, and managers in the formulation of departmental goals, objectives, policies, and processes.

Oversees the coordination of high-level issues, including budgeting and project management, pertaining to projects requested by the Board of Supervisors or their staff. This includes providing project status updates, milestones, and challenges.

Directs and manages the negotiation of service level agreements with various service providers to ensure that all work performed meets applicable standards.

Oversees the review and approval of Memorandum of Understanding (MOU) with Sheriff's Department to ensure that building security programs meet the needs of the tenants of the HOA.

Directs and manages the department is in compliance with County retention schedules and policies. This includes the periodic physical audits of inventory listings, retention, destruction, and documentation.

Oversees and manages departmental social media strategies to enhance effective communication to stakeholders.

Directs and manages the completion of analysis and evaluation of the public's interest and extend of understanding of County programs and services through various methods including focus groups and surveys.

MINIMUM REQUIREMENTS

A Bachelor's degree from an accredited college –AND- four (4) years' of progressively responsible experience managing highly complex analytical assignments and providing leadership in the following areas: requests for public information and/or facilities management. Experience should include providing recommendations that have substantial impact on operations, planning, organizing, directing and evaluating the work of diverse functional units within the department.

LICENSE:

A valid California "Class C" driver license or ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- ◆ Demonstrated experience managing highly complex projects through a formal project management methodology.
- ◆ Experience in executive collaboration to facilitate group decision-making in order to formulate a strategic plan and objectives for an organization.
- ◆ Extensive administrative management experience.
- ◆ Demonstrated leadership experience handling multiple, highly sensitive programs and priorities concurrently.
- ◆ Experience with budget, finance and personnel matters.
- ◆ Knowledge of government process at the local, State or Federal level.
- ◆ Experience managing a Public Information Office.
- ◆ Experience managing a Records Management Division.
- ◆ Demonstrated experience in overseeing a customer service center.
- ◆ Demonstrated experience in the development of emergency preparedness planning/programs.
- ◆ Exceptional presentation and interpersonal skills in communicating with all levels of management and critical stakeholders.

